

Subj

23 SEP 1963

MEMORANDUM FOR THE RECORD

SUBJECT : Fitness Reports for Junior Officer Trainees

1. In various discussions of the Agency's Fitness Report program reference has been made to a problem encountered by the JOT Program staff in preparing the Initial Fitness Reports of JOT's. A JOT normally spends his first several months in the Agency in formal training courses, and his performance in each course is evaluated in a detailed report which becomes part of his Official Personnel Folder. These training evaluations constitute a comprehensive record of performance which usually spans most or all of the initial rating period. Yet, in order to comply with the JOT staff has heretofore prepared a Form 45 on each trainee, a time-consuming process which involved reviewing and abstracting the training evaluations and added nothing of value to what was already in the file.

STATINTL

2. It has been agreed between the Offices of Personnel and Training and approved by the Deputy Director (Support) that the Fitness Report Form 45 will not be required henceforth as the initial report form for the JOT who has been engaged during the rating period in formal training. A simplified form has been developed, a copy of which is attached, which may be used instead.



25X1

Executive Assistant to the
Deputy Director (Support)

Att: JOT Training Report

EA-DD/S:RBF:maq

Distribution:

- Orig - DD/S Subject
- 1 - DD/S Chrono
- 2 - Director of Personnel
- 2 - Director of Training

*Subj
14 SEP 63
14 11 20 63*